CAMPUS RECREATION
OUTDOOR RESOURCE CENTER ATTENDANT

**POSITION TITLE:** Outdoor Resource Center Attendant

**DATES OF EMPLOYMENT:** Starting August 28, 2017 for Fall and Spring Semesters (closed during winter and summer sessions)

**PAY LEVEL:** $7.50/hour  
**WORK HOURS:** will vary from 0-20 hours/week

**BENEFITS:** attend all OAP trips for free*, 50% off all gear rentals, pro-deals on select outdoor brands, convenient access to endless resources that will improve your outdoor knowledge and numerous leadership and personal/professional development opportunities.

*Exception: if the trip is not full

**PROGRAM DESCRIPTION:**
The Outdoor Resource Center (ORC) is a service of the Outdoor Adventure Pursuits Program available to the WCU community. The ORC provides gear rentals, skill clinics, skill books, local guidebooks and maps, leadership development, team building and guided adventures. The purpose of the Outdoor Adventure Pursuits Program at West Chester University is to engage students in meaningful experiential education opportunities utilizing a variety outdoor activities, trips, and excursions. These programs will develop participants’ commitment to the campus community, encourage healthy living, and help them gain confidence in their ability to lead.

**POSITION DESCRIPTION:**
The Campus Recreation team is looking for student attendants for the Outdoor Resource Center (ORC) located in the Ehinger Gym. We are looking for individuals with strong customer service and organizational skills to help us distribute and maintain rental equipment including, backpacks, stoves, tents, and other outdoor gear. In addition, the ORC attendant will assist in the planning, promotion, and organization of OAP trips and special events. Prior experience in outdoor activities or gear is strongly preferred. Passion to learn more about the outdoors and good interpersonal skills is required.

**DUTIES AND RESPONSIBILITIES:**
- Outdoor Gear Maintenance: ability to navigate RentMaster Rental Software in order to maintain accurate record of the equipment rental log including reservations, returns and gear in use. Upon trip returns and gear rental returns: attendants will clean and inspect rental gear, update RentMaster, and
maintain organization of gear in the gear room. Staff is expected to conduct a weekly inventory of all equipment.

- Constantly improving upon individual knowledge regarding the outdoors and actively looking for ways to improve and expand OAP and ORC relating to (but not limited to) trips, workshops, services, resources and gear provided.

- Enforce Campus Recreation and ORC policies and procedures. Maintain clean and organized appearance of the ORC facility (ORC office, ORC library, and ORC gear room).

- Maintain information board at ORC and assist with the hanging of event flyers around campus

- Maintain social media pages to promote trips, activities, and opportunities with Outdoor Adventure Pursuits and Outdoor Resource Center

- Answer phones and provide information on available rental equipment and upcoming outdoor events related to Outdoor Adventure Pursuits program.

- Each attendant will be responsible for the development, promotion and presentation of a skills clinic regarding an outdoor related topic. Each topic is presented at the ORC twice per semester and is open to all student and staff.

- Attend all staff meetings and trainings; occasionally work hours outside of ORC operating hours.

**QUALIFICATIONS:**

- Required: passion for the outdoors (either through previous experience or strong desire to learn more) and customer service experience; desire to help people have the best possible outdoor experience. First Aid, CPR, AED Certified or obtain certifications within 14 days of being hired. Current WCU student with a minimum 2.0 GPA

- Preferred: experience in outdoor recreation (i.e. hiking, camping, backpacking, climbing, boating, etc.) and/or knowledge regarding outdoor skills and outdoor equipment. Experience with sales transactions and working with computers.

- Willing to develop knowledge and skills regarding outdoor recreation and gear; ability to learn about all program and services provided by OAP and ORC

- Demonstrate ability to work independently without constant supervision

- Demonstrate strong interpersonal and communication skills, exceptional organization and multitasking ability; strong attention to detail

- Availability to work evenings and weekends; schedule that does not significantly conflict with the ORC operating hours (Mon-Fri 3-7pm; Sat 10am-12noon; Sun 4-8pm).

**INQUIRIES:** If you have any questions regarding the description or requirements for this position, please contact the Assistant Director of Campus Recreation for Outdoor Adventure Pursuits, Steve Sassaman: ssassaman@wcupa.edu